

MAINE STATE GOVERNMENT

...An Equal Opportunity/Affirmative
Action Employer

Department of Administration
Bureau of Human Resources
State Office Building, Room 214
State House Station 004
Augusta, Maine 04333

Telephone - 207 - 289-3854 (VOICE)
Hearing Impaired - 207 - 289-4537 (TDD)

Bulletin # 4245L

Date Issued: April 1, 1990

Date Closing: Until Cancelled

PUBLIC EXAMINATION ANNOUNCEMENT

WORD PROCESSING OPERATOR (000900)

Rural and
Urban Settings

Job Security

Promotional
Opportunity

Liberal
Vacation

Paid Sick
Leave

Retirement

Hospital
Coverage

Life
Insurance

Educational
Leave

A Nice
Place To
Work

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Pay Range: 9
Bargaining Unit: A - ADMIN
(07)IBMPS2
Contact: G. Ottmann-Deeves

\$272.40-296.40-305.60-316.40-328.00-339.20-352.40/wk.

Effective 10/1/90
\$280.40-305.20-314.80-326.00-338.00-349.20-362.80/wk.

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates to fill future vacancies.

SCOPE OF WORK: This is clerical work operating a magnetic card/tape or disc word processing machine in a production oriented word processing environment.

TYPICAL DUTIES:

- ... Types reports, tables, letters from rough draft or dictating machine to store information on a word processing machine.
- ... Operates function keys and codes to use machine to perform desired functions.
- ... Sets tabs, margins, print type and page length to product correct format on typed copy.
- ... Deletes, adds and corrects information stored on recording medium.
- ... Proofreads documents for completeness and accuracy.

REQUIRED KNOWLEDGES AND ABILITIES:

- ... Knowledge of typing techniques (centering, spacing, margins, tabulation).
- ... Knowledge of English grammar, sentence structure, spelling and punctuation.
- ... Ability to do editorial checking for spelling, grammar and punctuation.
- ... Ability to type with speed and accuracy.
- ... Ability to meet production deadlines.
- ... Ability to perform repetitive work for prolonged periods of time.

MINIMUM QUALIFICATIONS: Two (2) years of general typing and clerical work providing the above knowledges and abilities.

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GENERAL INFORMATION TO CANDIDATES

1. **HOW TO APPLY:** Applications may be obtained from the Bureau of Human Resources, State House Station 4, Augusta, or any local office of the Maine Job Service. You may apply to be examined for a variety of State positions, but you must submit a separate application form for each job classification for which you wish to apply. Applications are considered for employment based upon information supplied on the application plus supporting documents. Incomplete or inadequate entries may cause an application to be unnecessarily rejected.
2. **EXPERIENCE SUBSTITUTED:** In rating experience and training qualifications as listed, applicants will be accepted for examination if their applications show an acceptable equivalent combination of experience and training, except where educational qualifications are reflected in necessary registrations such as to practice medicine or engineering, or where such educational requirements are set as standards by federal agencies making grants-in-aid or otherwise contributing to State programs.
3. **ORAL EXAMINATION:** The Bureau of Human Resources reserves the right to include an oral examination as a component part of the examination and to summon only those candidates receiving the highest rating in the preceding phases of the total examination process.
4. **RESUMES:** Education, training and experience used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. **CLOSING DATES:** We adhere strictly to these dates to make sure your application arrives on time and is complete.
6. **SALARY:** Appointments normally will be made at the beginning step in the salary range.
7. **APPEALS:** Any competitor may appeal to the Director of the Bureau of Human Resources for a review of his/her rating in any examination. Such appeals must be requested in writing and within thirty calendar days after the date such examination notice result was postmarked.
8. **APPOINTMENTS:** Appointments are made by the various State Department Heads and not by the Bureau of Human Resources. When there is a vacancy in any department the Bureau of Human Resources submits a list of eligibles from the appropriate register. The Department Head may select anyone of those certified to fill the vacancy. The remaining names are returned to the list and will be considered for other vacancies.
NORMAL ORDER REFERRAL: Persons who are: 1. on layoff; 2. agency employees; 3. other state employees; 4. others.
9. **PROBATIONARY PERIOD:** All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examination process. During this period, the work and conduct of the employees are systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

SPECIAL INFORMATION TO APPLICANTS: Applicants must certify to their ability to type at the rate of 40 words per minute on their application.

EXAMINATION: Will consist of a numerical evaluation of Training and Experience (40%) and a two (2) hour Written Test (60%), covering the following content areas: Alphabetical Filing; Word Meanings, Spelling, Sentence Structure, Chart Readings, Numerical Filing, Arithmetic Reasoning, Chart Interpretation and Basic Office Procedures.

APPOINTMENT LIST: (Register) will be established on an Open Competitive and Promotional basis and will be merged with the existing register.

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